



Superintendent
of Documents

ADMINISTRATIVE NOTES



LIBRARY PROGRAMS SERVICE

Vol. 8, no. 3

GP 3.16/3-2:8/3

January 1987

SPRING 1987 DEPOSITORY LIBRARY COUNCIL MEETING

The spring 1987 meeting of the Depository Library Council will be held in San Diego, California, on Wednesday, April 1 through Friday, April 3. The meeting will be held at the Grosvenor Inn, located at 3145 Sports Arena Boulevard, at the intersection with Rosencrans St., and near the intersection of I-5 and I-8 (see map.) The Inn provides a free telephone at the San Diego airport to call its complimentary van shuttle service.

The Grosvenor Inn is offering a special \$52-a-day rate for either single or double-occupancy. This rate is guaranteed only through February 28, and only for a block of 75 rooms, so make your reservations early! To reserve a room, call toll-free:

1-800-232-1212

In California, 1-800-222-2929.

Be sure to mention the Depository Library Council meeting to qualify for the \$52-a-day rate.

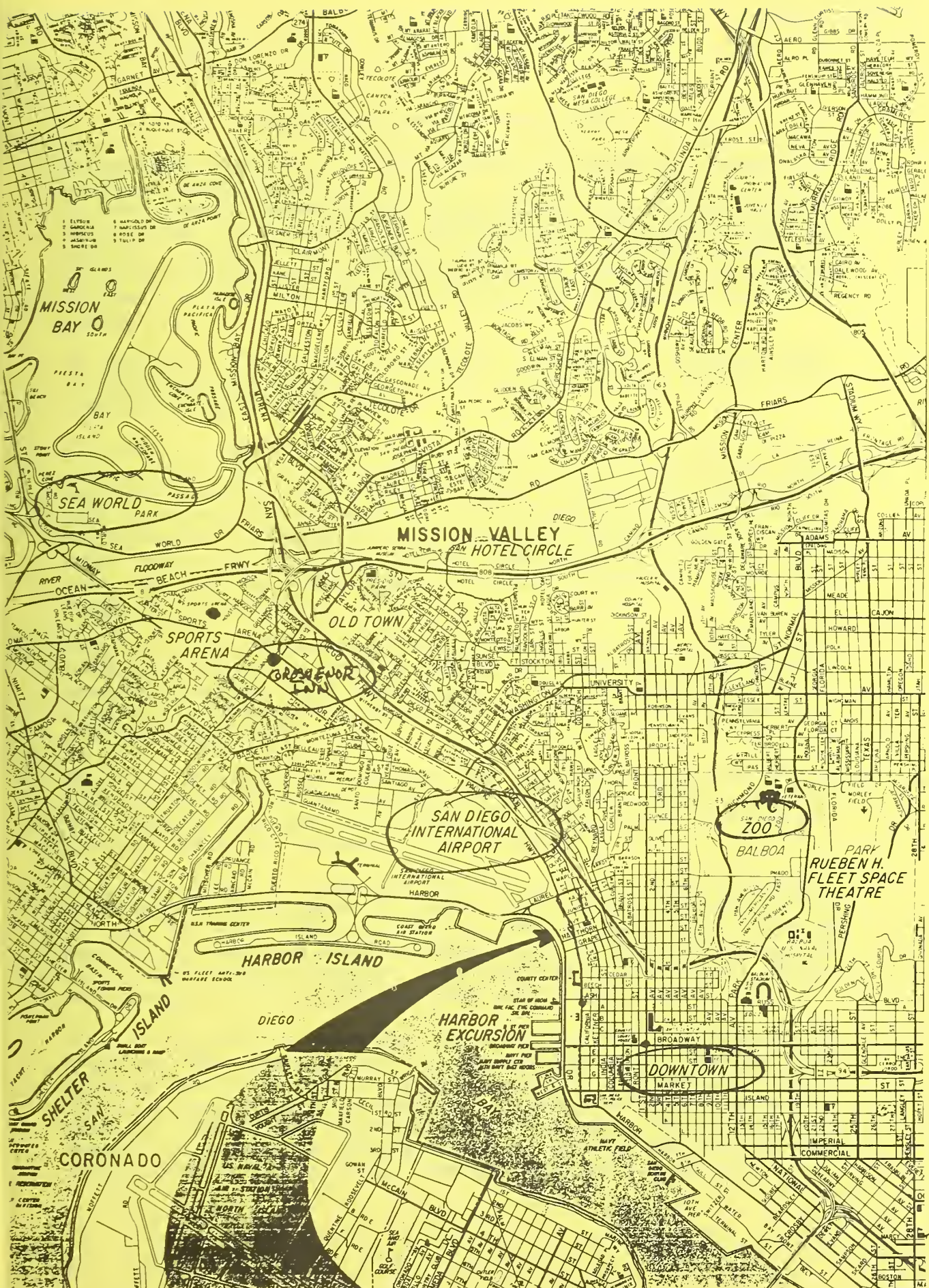
In addition to making room reservations, please fill out the attached registration form and mail it to the indicated address as soon as possible.

Mail to: David H. Brown
Conference Manager (Stop SM)
U.S. Government Printing Office
Washington, D.C. 20401

- ☐ Yes, I plan to attend the April 1-3, 1987 Council meeting.
☐ I will need lodging, and will contact the hotel directly.

Please type or print the information requested below:

_____ Name	_____ Institution
_____ Name of Library/Office	_____ Address
_____ Telephone	_____ City/State/Zip Code



MISSION BAY

SEA WORLD PARK

SPORTS ARENA

GROSVENOR LAWN

MISSION VALLEY HOTEL CIRCLE

OLD TOWN

SAN DIEGO INTERNATIONAL AIRPORT

HARBOR ISLAND

HARBOR EXCURSION

ZOO

PARK RUEBEN H. FLEET SPACE THEATRE

DOWNTOWN MARKET

CORONADO

BREAKING OUT PROBLEM ITEM NUMBERS

In its Spring 1985 meeting, the Depository Library Council passed the following recommendation:

6. The Council recommends that separate item numbers be established for reprints and preprints of GPO publications. The policy of providing separate item numbers for these materials would save selective depositories high overhead costs of processing and housing and would save GPO the cost of printing and distributing unselected publications.

In response, LPS surveyed depository libraries in December 1985, in Administrative Notes, vol. 6, no. 18, to identify the fifty item numbers causing the most problems.

270 out of 1390 libraries responded to the survey, for a 19.42% response rate. 25 of the libraries, or 9.25% of the respondents, said they had no problem items (some of these libraries were regionals). Many respondents listed fewer than the ten problem items requested on the survey form. If all 270 libraries had listed 10 problem items, there would have been 2700 "votes"; however, only 607 votes were cast. The top 50 problem items identified through the survey are listed on the next page.

There was little consensus on the top 50 problem items. Many of the items were listed by only a handful of libraries. The overall response indicates that depositories do not perceive a widespread problem with item numbers; rather that the problems are limited to a relatively few items.

The most frequent complaint and the strongest complaint was on preprints being added to existing item numbers for serials. Most of the problems were with publications of the Departments of Commerce, Interior, Labor, and Health and Human Services.

In light of the low response rate and lack of a strong consensus identifying a large number of problem item numbers, LPS will review the top 20, rather than the top 50, problem items with a view to breaking out some materials from these items and giving them separate item numbers, where feasible. All preprints in the top 20 problem item numbers will be broken out of the present item number.

Work is starting on examining the item numbers. As batches are completed and materials are broken out and given separate item numbers, batches of item cards will be sent to depository libraries. Each item card will list the class(s), title(s), and agency associated with each item number. Libraries that had selected the original item number will continue to receive all of the material unless they send in amendments to drop an item. Items may be dropped at any time.

This method has been chosen rather than sending out surveys in the interest of expediting the process. Since libraries are already familiar with the material, no description such as is normally supplied with a survey is necessary. This method has been used successfully previously, for example with Item 559-B-2, General Publications of the National Archives and Records Administration.

While examination of these items is starting now, it will be a lengthy process which will take some time to complete.

TOP 50 PROBLEM ITEM NUMBERS

Item No.	# Occurences	Item No.	# Occurrences
1) 0639	55	26) 0636	9
2) 0475-H	34	27) 0957	8
3) 0080-G	26	28) 0146-B	7
4) 0648	24	29) 0154	7
5) 0717-C-05	24	30) 0431-I-66	7
6) 0768-A-01	24	31) 0512-A-25	7
7) 0508-E	23	32) 0510-A	7
8) 0768-B-01 thru		33) 0863	7
0768-B-52	21	34) 0964-B	7
9) 0831-B-01	19	35) 1091-A	7
10) 0651	18	36) 0323	6
11) 0839-A-05	18	37) 0084	5
12) 0851-J-03	18	38) 0260	5
13) 0148-A	16	39) 0306	5
14) 0508-A	16	40) 0359-C	5
15) 0649	14	41) 0455-B-02	5
16) 0717-A	13	42) 0512-A-10	5
17) 0831-B-02	13	43) 0582-E	5
18) 0516-C	12	44) 0770-A	5
19) 0523	12	45) 0968-H-06	5
20) 0851-J	12	46) 0982-D-03	5
21) 0717	10	47) 0982-G-02	5
22) 0770	10	48) 1089	5
23) 0823	10	49) 0142-C-01	5
24) 0138	9	50) 0983	3
25) 0156-B-01 thru			
0156-B-52	9		

ARL MANAGEMENT WORKSHOPS

The Association of Research Libraries (ARL) has issued a notice to depository libraries regarding the possibility of offering management workshops especially geared to depository library personnel. The last page of this issue contains the ARL announcement and a form to mail in if you are interested in these workshops.

CORRECTIONS TO SURVEYS

Shipping List 86-1008-P and Item Cards for Survey 86-010-P show an incorrect title for item 1094. Please correct your records to read "Reports and Publications." Also please delete "Agency not on file" from the Item Card for Item 0024-C-04, Survey 86-011.

MICROFICHE SHIPPING LISTS RE-NUMBERED

On January 2, 1987, two microfiche shipping lists were distributed and incorrectly numbered as 85-871-M and 86-872-M. Please change your copies of 86-871-M to 87-001-M and 86-872-M to 87-002-M.

FALL COUNCIL TRANSCRIPTS

Due to problems with the contractor preparing the Council meeting transcripts, the distribution of depository copies of the transcripts of the Fall 1986 meeting of the Depository Library Council may be delayed. GPO will make every effort to ensure that these copies are distributed as soon as possible.

OUT OF PRINT GPO SALES PUBLICATIONS REFERENCE FILE, 1987

The 1987 Out of Print GPO Sales Publications Reference File (OPPRF), should be reaching Depository Libraries shortly. The set, which lists all items that went out of stock in the GPO Sales Program in 1985, is a supplement to the Exhausted GPO Sales Publications Reference File, 1980 (out of stock items, 1972-1978) and the Out of Print GPO Sales Publications Reference File, 1986 (out of stock items, 1979-1984).

Please note that this year's set of 35 microfiche, representing 4,000 records, does not supersede either the 1980 file (136 microfiche, representing over 25,000 records) or the 1986 file (301 microfiche, representing over 37,000 records). Libraries are urged to retain the Exhausted GPO Sales Publications Reference File, 1980, the Out of Print GPO Sales Publications Reference File, 1986, and the Out of Print GPO Sales Publications Reference File, 1987 as a complete record of all out of stock items, 1972-1985. Additional copies of the 1986 and 1987 OPPRF are available for sale through the Superintendent of Documents. Order stock number 021-000-00138-4 (\$3.25) for the 1987 set. There are no sales copies of the 1980 set available.

“President Harding’s Legacy”

(Continued)

The success of the comprehensive revision issued March 1, 1933, exceeded all expectations. The Style Manual drew world attention. In London, The Caxton Magazine wrote: “If the United States Government Printing Office can produce such a thorough and exhaustive guide as the one under review, surely some of the printing trade organizations in this country could equally well compile one that would meet with general acceptance.” From Berlin, the Secretary for the International Bureau of the Federations of Master Printers wrote: “This useful book will be very helpful for my bureau, as it not only contains a wealth of information about the English language but also comparative tables of weights, measures, and typographical measurements used in different countries of the world.” So popular and well accepted was the newly revised Style Manual that on August 10, 1933, President Franklin D. Roosevelt issued an Executive Order requiring that for all draft Executive Orders and proclamations, the punctuation, use of capital letters, orthography, and other questions of style, “shall conform to the most recent edition of the ‘Style Manual of the Government Printing Office.’”

To further enhance the usefulness of the Style Manual, Public Printer Carter commissioned a foreign language supplement of 166 pages of “transliterations, syllabifications, and other information useful in the printing of more than 50 foreign languages.” This was published during 1934 and proved equally popular. Under Public Printer Carter, the Style Manual became the touchstone for Government agencies concerned with better publications, as well as winning national and international recognition. This was fortunate, as the decade of the 1930’s was one in which a great number of Americans began to seek out Government publications as useful and readable sources of much needed information.



Public Printer George H. Carter

A landmark change in the depository library program occurred during the Carter years. When the program came to the Government Printing Office in 1895, from the Department of the Interior, until 1922, all publications deemed appropriate by the Superintendent of Documents were sent to all depository libraries. In the case of small public libraries, this was a considerable burden. The new Public Printer proposed in 1921 that Congress allow the depository libraries to select publications. Congress agreed; and on March 20, 1922, Public Act 171 provided “that no part of the appropriation for the Office of the Superintendent of Documents shall be used to supply to depository libraries any documents, books, or other printed matter not requested by such libraries.” To implement this, Superintendent of Documents Alton P.

Tisdell sent to depositories a “Classified list of United States public documents for selection by depository libraries, July 1, 1922.” For the very first time, libraries were able to tailor their selections to the needs of their communities—a practice which continues to this day.

Another step into the future involved improving job mobility for women. Public Printer Carter reported in 1922: “Special consideration has been given to the status of women employees, inasmuch as there are about 900 in the service of the Government Printing Office, comprising more than 22 percent of the entire force. Little or no recognition had been accorded the ability and industry of women workers in this office during all the past years. I therefore determined that, as far as it lies within my power, women employees should be

granted the same opportunity and equal reward for service as the men who had heretofore monopolized all the supervisory and better paid positions in the plant. Accordingly, for the first time in the history of the office several thoroughly competent women workers were advanced to suitable supervisory positions, which they continue to fill with credit to themselves and to the Government."

The Public Printer's concern for quality control was manifested in the creation of a testing section on February 1, 1922. He said of it: "This section has been equipped with the best and latest devices for the testing of paper and other materials used in the production of printing and binding. The section is in charge of one of the most efficient industrial engineers in the country, who has been given full authority to inspect and test all the products and stores of the Government Printing Office, and to engage in such other research work as may be deemed necessary from time to time to promote the best interests of the public service. With the organization of the testing section, new regulations were put into effect for the receipt, testing, and inspection of all materials, machinery, cuts, illustrations, paper, etc. These regulations provided a complete and thorough system for the inspection and testing of everything produced or used in the operation of this great establishment." This was an area of the Government Printing Office whose research results and special publications were sought after by printers at home and abroad.

Public Printer Carter worked mightily to improve wages at the Government Printing Office. He argued the necessity for good pay in 1923, noting: "With the present wage scale as fixed by law it has been impossible to retain some of the best workers or to attract enough other properly skilled men to fill their places. During the year 269 printers, including 108 linotype operators, 64 compositors, 32 monotype keyboard operators, and 44 proof readers left the service of the Government Printing Office, some of them going reluctantly to accept

higher wages offered elsewhere." He mentioned doing what he could where he could. "As far as it is within the power of the Public Printer, an effort has been made to readjust wages in the Government Printing Office to meet present conditions. In fact, during the last two years the compensation of 1,399 employees has been increased by \$269,417 per annum. The rate of pay for approximately 35 percent of the employees—that is, pressmen, bookbinders, and printers—is definitely fixed by law and cannot be changed except by act of Congress."

Carter boldly recommended a collective bargaining wage bill, a decade before the historic Wagner-Connery Act of 1935. Amazingly, he was able to report in 1923: "Near the close of the last session of Congress a law (Public, No. 276, approved June 7, 1924) was enacted authorizing the Public Printer to regulate and fix rates of pay for employees and officers of the Government Printing Office under certain conditions as to negotiation with the trades affected and right of appeal to the Joint Committee on Printing for final decision. The new wage law, known as the Kiess Act, accords with recommendations made by the Public Printer in his annual report for 1923 . . . Much credit is due to the Senate and House Printing Committees for the success of their endeavor to end the ancient practice of Congress to fix the pay of printers, pressmen, and bookbinders at long and irregular intervals, and to establish instead the modern plan of collective wage bargaining for the various trades employed in the Government Printing Office. The Kiess Act is the first formal recognition by Congress of the right of collective wage bargaining and arbitration with Government employees. The law establishes also the principle of a minimum wage for certain trades. The Act may therefore be deemed a landmark in labor legislation."

Wage negotiations followed between committees representing labor and management. But with good will on both sides and with the active participation of the Public Printer, agreements were reached. These were

submitted to the Joint Committee on Printing which gave its prompt and unanimous approval. The pay of 3,800 employees was adjusted upwards. Afterwards, at a mass meeting of 3,000 employees in Harding Hall on December 31, 1924, the Public Printer was presented with the following resolutions of thanks:

"Resolved, That we the employees of the Government Printing Office, hereby extend to the Public Printer, Hon. George H. Carter, our felicitations and best wishes for the new year;

"Resolved further, That in meeting assembled we hereby desire to express our appreciation and thanks for the increase in compensation accomplished by termination of the wage adjustments, which result was made possible by the spirit of fairness in which the Public Printer met the committees of the various groups concerned;

"Resolved further, That we are not unmindful of the interest shown by the Public Printer in the welfare of the employees of the office, as is evidenced by the establishment of a cafeteria and recreation hall, and the general betterment of working conditions, the office being now conducted under unexcelled sanitary and healthful regulations;

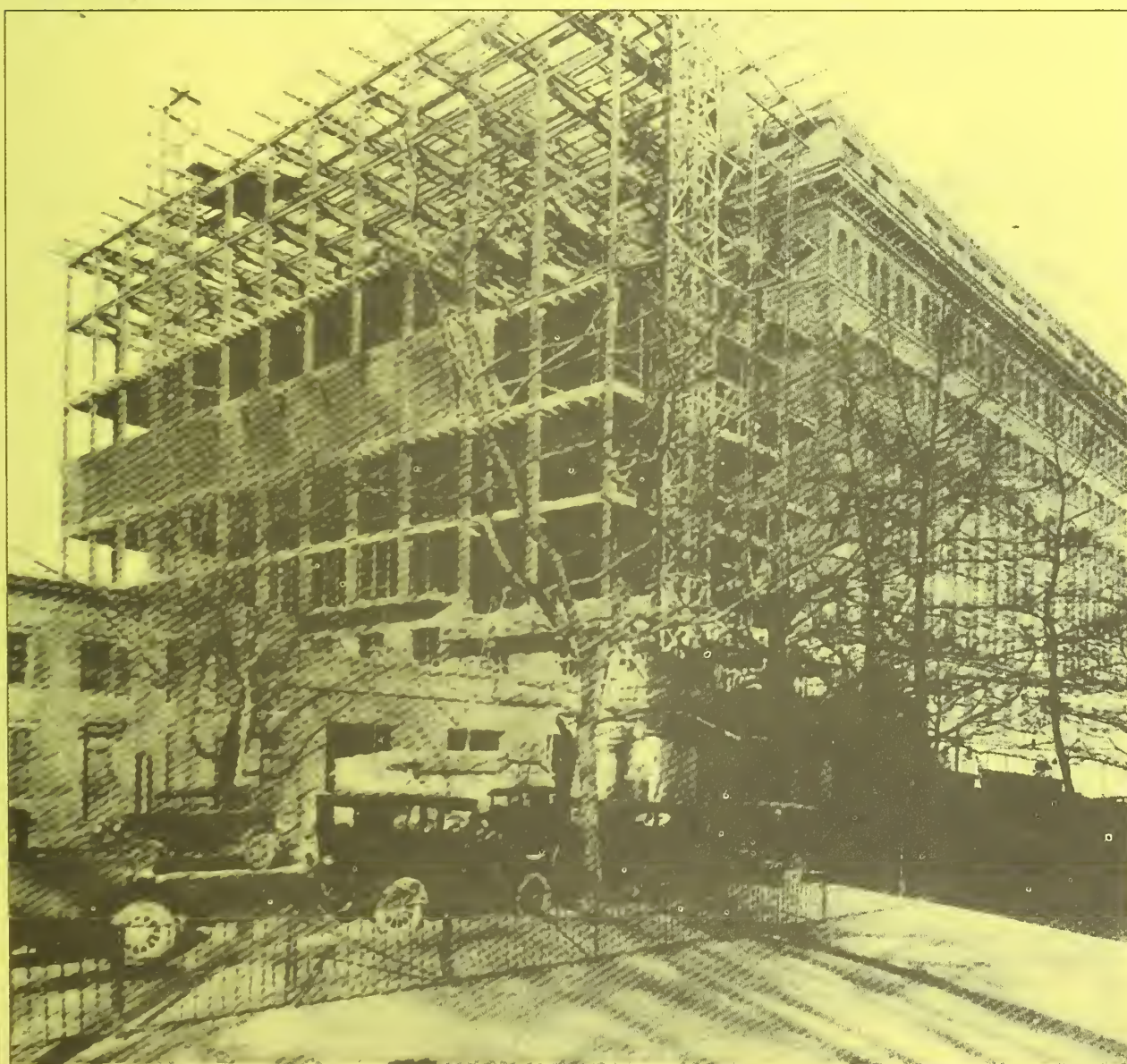
"Resolved further, That these resolutions be suitably engrossed and presented to the Public Printer, and copies thereof be transmitted to the Joint Committee on Printing and the press."

Major changes took place in the lives of Government Printing Office employees as a result of the "Great Depression" and the war clouds which loomed in Europe and Asia. To combat the depression, a series of Economic Acts were passed by Congress during 1932 and 1933. "Under the Economy Act of June 30, 1932, the Public Printer exercised the option of adopting a 5-day (40 hours) work week for the Government Printing Office, with a reduction of one-eleventh in the pay of employees which had been at the rate of 48 hours for a 44-hour work week under the Saturday half holiday law . . . Another fiscal com-

plication has resulted in restoration by the 1933 Economy Act of leave with pay which had been reduced from 30 to 15 days by the Economy Act of 1932 and suspended for the fiscal year 1933." Thus, economic crisis and Congressional legislation brought the Government Printing Office a 5-day week and reduced leave to 15 days. Another 1933 measure impacted on married couples. "As required by law in effecting reductions of personnel, married employees in the class to be reduced were first considered if the husband or wife was also in the service of the United States or the District of Columbia. In such cases, married couples were permitted to decide which one would resign from the Government service. During June, July and August, 111 married employees of the Government Printing Office were

thus separated from service, and 122 other married employees were permitted to retain their positions in the Government Printing Office through the separation of the wife or husband from some other branch of the Government Service."

With the economic troubles came another profound political change. During the national elections of 1932, worried and angry Americans elected with 22,809,638 votes a confident sounding New York Governor, Franklin D. Roosevelt, to be President of the United States. When in the White House, he began searching for the best minds of his generation. Eventually, in 1934, he found one to be his new Public Printer and to face with him the "Years of Challenge" which lay ahead.



Construction is underway of an 8-story extension to GPO along G Street in 1929.

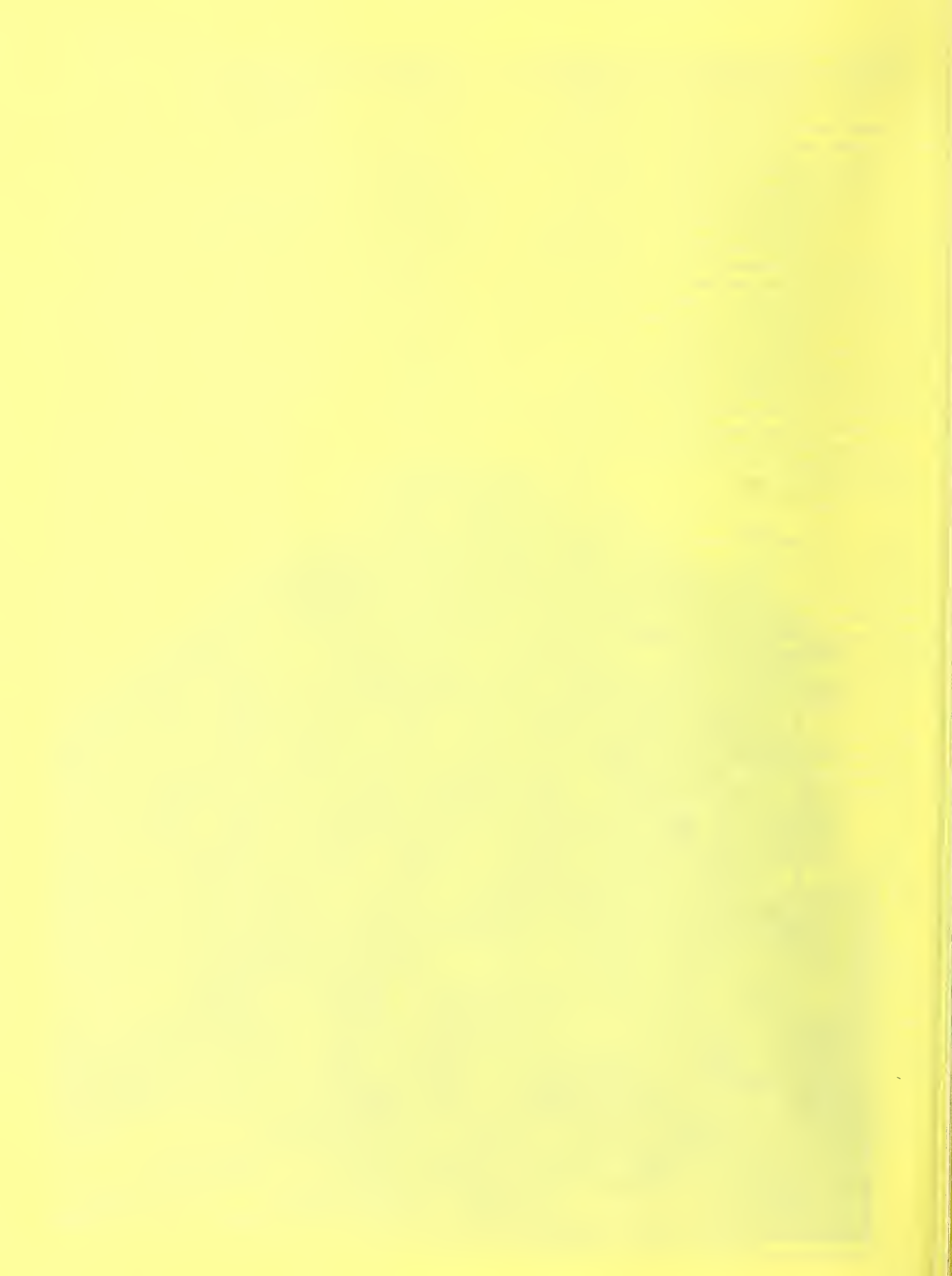


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OFFICE OF MANAGEMENT STUDIES

ASSOCIATION OF RESEARCH LIBRARIES

1527 New Hampshire Avenue, N.W., Washington, D.C. 20036 • (202) 232-8656

The Government Printing Office with the encouragement of the Depository Library Council is exploring the possibility of sponsoring a management workshop for librarians who work in depository libraries. If there is sufficient interest, the Association of Research Libraries Office of Management Studies will conduct two Basic Management Skills Institutes for Depository Librarians. The 3 1/2 day Institute would be specially designed to address the needs and experiences of depository librarians with beginning or middle managerial responsibilities.

Workshop sessions typically focus on such topics as: motivation of staff, leadership/supervisory styles, decision-making, effective use of groups, conflict management, and communication. Participants will gain proficiency in the areas of organizational diagnosis, group leadership, and interpersonal skills.

An indication of the level of interest for such a program is needed before planning can continue. The Institute would be offered in both eastern and western regions. The cost of participation is \$325 plus travel and room and board. If you are interested in attending this workshop, please complete the form below, and return to: Susan Jurow, Program Officer for Training, Office of Management Studies, 1527 New Hampshire Avenue, N.W., Washington D.C. 20036, by February 15, 1987.

☐ Yes, I am interested in attending the Basic Management Skills Institute for Depository Librarians.

I prefer ☐ Spring date ☐ Fall date
 in Denver Area in Washington Area

☐ I cannot attend this Institute, but I am interested in learning more about OMS training events.

Name: _____

Title: _____

Library: _____

Address: _____

Phone: () _____

